SHARP®

MODEL

ZQ-1300/ZQ-1350

ZQ-1500/ZQ-1550

ELECTRONIC ORGANIZER

OPERATION MANUAL

Features of the Organizer

Home and World Clocks function
Displays current date and time in the home city and any of 27 major cities in the world.
→ PAGE 12

Calendar function
Contains a calendar, which extends from the year 1901 to 2099. Important dates on your monthly calendar will be flagged, so you can check what has been scheduled for any designated day.
→ PAGE 17

Schedule function
Allows you to store important dates and events.Important dates will also be flagged on the calendar to remind you to check them. A schedule alarm can also be set.
→ PAGE 20

Anniversary function
Allows you to register wedding anniversaries, birthdays, etc. After registration, the corresponding day is considered an anniversary for every year from 1901 to 2099.
→ PAGE 31

Telephone directory function
Three telephone lists allow you to list business, private, or other numbers separately. Names can be recalled in alphabetical order using the sequential search function, or directly recalled by entering letters in the items.
→ PAGE 34

Memo function
Allows you to note important details, such as timetables and also store price lists, etc.
→ PAGE 39

TO DO function
Allow you to note the things you have to do and their priority level.
→ PAGE 43

Expense function
Tracks expenses information on business trips. You can summarize daily expenses or expenses for a certain period.
→ PAGE 46

Calculator
Contains a 12-digit calculator with memory.
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Secret function
Protects personal information. A password is required to see the information you mark as secret.
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Miscellaneous functions
Explains the other functions available in the Organizer.
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Appendix
Describes how to care for the Organizer, replace batteries, troubleshoot, and more. Also lists the Organizer's specifications.
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INTRODUCTION

Congratulations on purchasing the ZQ-1300/ZQ-1350/ ZQ-1500/ZQ-1550 Electronic Organizer. Please read this operation manual carefully to familiarize yourself with all the features of the Organizer and to ensure years of reliable operation. Also, please keep this operation manual on hand for reference.

NOTES

- One of the models described in this manual may not be available in some countries.
- Unless otherwise specified, the text material applies to all four models.

NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and all of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

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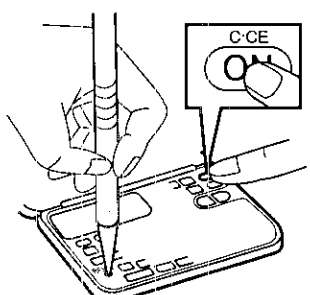
Using the Organizer for the first time

Be sure to perform the following procedures before using the Organizer for the first time:

Initialize the Organizer:

While holding [ON], press the RESET switch. Release the RESET switch and then release [ON]. The following display will appear:




```
CLEAR ALL DATA


  OK (Y/N) ?
```

NOTE

Under certain conditions the message may appear as "Data has been impaired! Press [Y] to CLEAR ALL memory". Proceed to the next step in either case.

Press [Y].

```
  *  TEL 1   *
NAME ?
```

The Organizer is initialized and then the TEL1 directory is displayed.

AUTO POWER OFF function

When none of the keys have been pressed for approximately 7 minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending upon the condition of use.) Press [ON] to resume operation.

Backlight

The Organizer provides a built-in Backlight, which allows you to view the display and use the Organizer even in low-light conditions, for example in a theater, restaurant, or business presentation. Pressing [BACKLIGHT] once illuminates the display for around fifteen seconds. When already on, press [BACKLIGHT] again to turn it off. If you press [2nd] [BACKLIGHT], the Backlight will remain on for as long as you continue to use the Organizer, until you have not typed any key for fifteen seconds. This is useful if you want to enter or access some information that will take longer than fifteen

seconds.
The Backlight may remain on for less than fifteen seconds or it may not function if the battery level is very low.

NOTES

Do not use the Backlight unnecessarily.

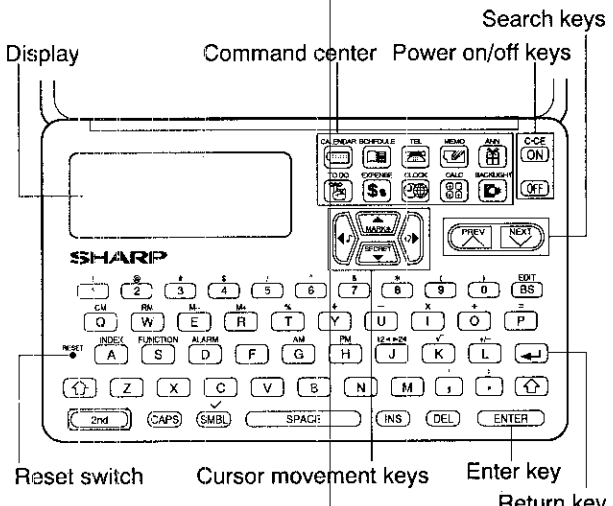
- Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce your battery life.
- Do not continue using the Organizer after it has turned itself off automatically while the backlight was being used. Even if it can be turned on again, the clock time will be incorrect and other functions may not work properly until the batteries are replaced.
- Continuous use of the Backlight will, over time, lead to gradual loss of brightness.
  If the Backlight is on for 10 minutes per day (for example 15 seconds 40 times a day), the brightness will be reduced by half after 10* years (at an ambient temperature of 20°C and 65% humidity).
  * This figure may vary depending on the surrounding environment.

Key illumination:

Pressing [BACKLIGHT] once also illuminates the [PREV] and [NEXT] keys ([^] and [v]) at the same time when the Backlight of the display is on.

GETTING STARTED

Part names



Display symbols

BATT	This symbol appears when the operating battery level is low.
*	The data appearing on the display is secret data accessible only by password.
S	The secret function is in effect. (Secret data cannot be recalled without the password.)
♫	The specified schedule alarm(s) will sound.
♪	A "beep" will sound when a key is pressed.
CAPS	Capital (uppercase) letters will be entered. To enter small (lowercase) letters, turn "CAPS" off by pressing CAPS.
EDIT	The entry on the display may be edited.
2nd	2nd has been pressed.
↑↓	There is more data which is not on the display. The data can be displayed by pressing ▲ or ▼.

NOTE

In this manual, only the symbols necessary for explanation will be shown.

Key notations

This manual uses the following notations for key operations and functions.

Key	Notation	Note
CALENDAR	[CALENDAR]	Keys with only one function always appear in the manual with the function enclosed in a box.
	[▲] or [MARK✻]	Keys with multiple functions appear in the manual with only the contextually appropriate function boxed; i.e., [MARK✻] will sometimes appear as [MARK✻] and sometimes as [▲].
FUNCTION [S]	S or [FUNCTION]	Alphabetical keys with multiple functions appear sometimes as unboxed letters and sometimes as the boxed function name, as per context.
[7] [N]	7 N	Numerical keys and alphabetical keys are notated only with unboxed numbers and letters.

NOTE

The blue functions and symbols are operated by pressing [2nd] ("2nd" will be displayed) and the appropriate key.

Example: [SECRET] → [▼]: Functions as a cursor movement key.

[2nd] [SECRET]: Function as a secret key.

The [⇧] keys:

These keys are used to select capital or small letters or to access the symbols marked in white above keys. While holding down [⇧], press the desired key to be entered.

Distinguishing between "O" and "0":

Zero is indicated as "Ø" on the display and also in this manual when it may be confused with the letter "O".

Turning the "beep" on and off

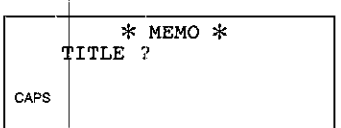
While " ♪ " is displayed, a "beep" will sound when a key is pressed. To turn the "beep" on and off, press [2nd] [♪]. The "beep" will not sound after " ♪ " goes off. To turn the "beep" back on, repeat the process.

BASIC ENTRY PROCEDURES

To practice entering characters and numbers, select the MEMO mode, for example, and enter the characters as follows:

(MEMO)

The MEMO mode will be selected.

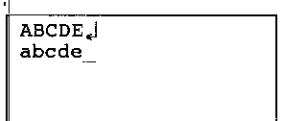


Entering characters

Entering the letters:

Enter "ABCDE", for example.

(C·CE) ABCDE (↵)
(CAPS) ABCDE



The entry mode after initializing the Organizer is capital letters mode. While "CAPS" is turned on, capital letters can be entered. After pressing (CAPS) once more (that is, "CAPS" is turned off) , small letters can be entered.

(⇧) also can be used to enter capital letters.

Entering numbers:

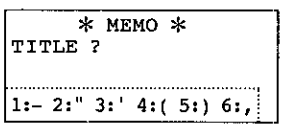
Enter "12345", for example.

(C·CE) 12345

Entering graphic symbols and special characters:

Press (SMBL) to select the symbol entry mode. A total of 16 symbol displays may be selected. To select the symbol display containing the desired characters, press (▼) or (▲). When the desired symbol or character appears, press the number corresponding to its symbol position.

1. Enter the symbol entry mode.
   (C·CE) (SMBL)
   6 symbols will be displayed.



2. Switch to the next set of symbols.
   (▼)
   Each time (▼) is pressed, a new set of 6 symbols will appear in sequence.

3. Select " ? ".
   (▼) (▼) (▼) 3
   Press (3) when a " ? " appears next to the number three.

NOTES

- When you press [▲], the previous set of symbols reappears.
- The initial symbol display is determined by your previous choice. The six most recently used symbols and characters will appear in the initial symbol display.
- To exit the symbol entry mode, press [SMBL].

Making corrections

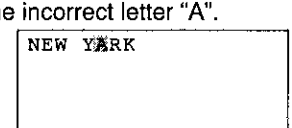
Misspellings and incorrect entries can be corrected using the cursor keys as well as [INS] and [DEL] as follows:

Correcting misspellings:

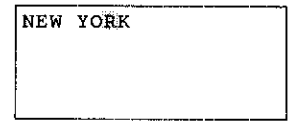
If you have entered "NEW YARK" for "NEW YORK", for example, the entry may be corrected as follows:

1. Enter the incorrect spelling.
   [MEMO] [CAPS] NEW [SPACE] YARK

2. Now move the cursor to the incorrect letter "A".
   [◄] [◄] [◄]



3. Enter the correct letter "O".
   O [CAPS]

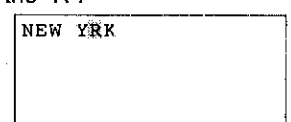


Inserting missing letters:

To enter the missing "O" and correct "NEW YRK" to "NEW YORK", for example:

1. Enter the incorrect spelling.
   [C•CE] [CAPS] NEW [SPACE] YRK

2. Next move the cursor over the "R".
   [◄] [◄]



3. Put the Organizer into insert mode.
   [INS]

4. Insert the missing letter.
   O [CAPS]

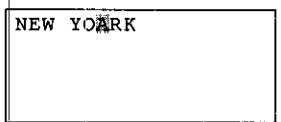
   When [INS] is pressed, the cursor mark changes from "■" to "◀" indicating that the insert mode is set. Press [INS] again to exit the insert mode.

Deleting unwanted letters:

To correct "NEW YOARK" to "NEW YORK", for example:

1. Enter the incorrect spelling.
   (C•CE) (CAPS) NEW (SPACE) YOARK (CAPS)

2. Move the cursor to the letter "A" to be deleted.
   (◄) (◄) (◄)



3. Delete the letter "A".
   (DEL)

   You can also delete "A" by pressing (◄) (◄) (BS).

NOTE

If (C•CE) is pressed, the data currently being entered will be deleted.

The following descriptions explain the functions.

- (►): Moves the cursor to the right.
- (◄): Moves the cursor to the left.
- (▲): Moves the cursor up to the previous line.
- (▼): Moves the cursor down to the next line.
- (INS): Puts the Organizer into insert mode. Pressing this key again exits the insert mode.
- (DEL): Deletes the character at the cursor.
- (BS): Deletes the character to the left of the cursor ("backspace").
- (↵): Moves the cursor to the beginning of the next line (new line).
- (C•CE): Clears the data being entered.

Cursor:

"_" designates the cursor. The cursor is used to indicate the position where the next letter, number, or symbol will be entered. When correcting an entry, move the cursor to the position where a character is to be typed over or deleted. The cursor changes to "■". When inserting characters, the cursor changes to "◀".

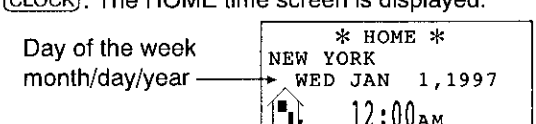
USING THE HOME AND WORLD CLOCKS

The Organizer features a built-in clock which allows the Organizer to do the following:

1. To display the local and world (any of 27 major cities) time, date and also day of the week.
2. To display the current monthly calendar in the CALENDAR mode. (Refer to page 17.)
3. To keep track of the items scheduled on the agenda for the current day in the SCHEDULE mode (automatic tracking).
4. To sound the schedule alarm.

Displaying the HOME time

Press [CLOCK]. The HOME time screen is displayed.



NOTE

The display can be changed to show the date in the format of "day. month. year". Refer to "Setting the date format" on page 59.

Setting the HOME clock

Setting and changing the HOME city:

Set your local city as the HOME city by selecting its zone number.

Zone numbers are based on the distance of the zones from the international date line (zone number zero). For example, there is a 13-hour difference between the date line and London (London is 13 hours behind), so the zone number for London is 13. Honolulu is 23 hours behind the date line, so its zone number is 23.

The names and zone numbers of the 27 cities are stored in the Organizer's memory. (Refer to page 66.)

1. Display the HOME clock.
   [CLOCK] ([CLOCK])
2. Enter the edit mode.
   [2nd] [EDIT]
3. Display the desired city name from the cities stored in the Organizer.
   [∨] [∧]
4. Set the HOME city.
   [ENTER]

NOTES

- During this procedure (from pressing [2nd] [EDIT] till pressing [ENTER]) the Organizer's clock does not function. So be sure to set the correct time after setting or changing the HOME or WORLD city.

- Some city names are abbreviated on the display as follows:

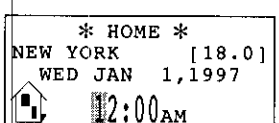
HONG KONG	HONGKONG
NEW DELHI	DELHI
RIO DE JANEIRO	RIO
LOS ANGELES	L.A.
ANCHORAGE	ANC.

- For zone numbers Ø, 14 and 15, the city name display is blank.

Setting the clock:

1. Display the HOME clock.
   (CLOCK) ((CLOCK))

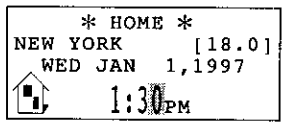
2. Enter the edit mode.
   (2nd) (EDIT)



3. Select the time system.
   The time can be displayed using either the conventional 12-hour AM/PM system or the 24-hour system (0:00 to 23:59 hrs.)
   "AM (PM)" at the right side of the time indicates the time system. Each time (12◂▸24) is pressed, this alternates between "AM (PM)" and blank.
   If you want to set the 24-hour system, press (12◂▸24) to display blank.

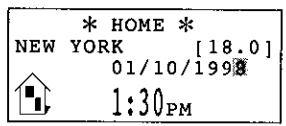
   For example, set the clock to January 10, 1998, 1:30 PM.

4. Set the time.
   01 30 (PM)



   The hours and minutes must be entered using two digits each.

5. Enter the date.
   (▲) 01 10 1998



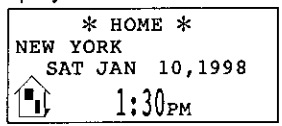
   Enter the month and day using 2 digits and the year using 4 digits. For single digit months or days, enter "0" before the single digit.

6. Enter the correct starting time.
   (ENTER)

NOTE

- The clock starts from 0 seconds.

7. Check the set time on the display.



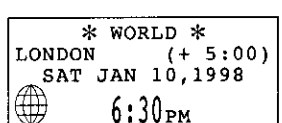
When the time is set on the 12-hour basis, noon and midnight changes are displayed as below.
11:59AM → 12:00PM (noon) → 12:59PM → 1:00PM
11:59PM → 12:00AM (midnight) → 12:59AM → 1:00AM → 11:59AM

Using the WORLD clock

The time in any place in the world can be checked by selecting its zone number.
The default city for the WORLD time is London (the initial setting during first-time use or after the reset operation).

Displaying the WORLD time:

Display the WORLD clock.
(CLOCK) ((CLOCK))



(+ 5:00) indicates the time difference from the HOME city (The initial Home city setting is New York).

Changing the city for the WORLD time:

Once a city is set for the WORLD time, the time in that city will be displayed whenever WORLD clock is selected.

1. Display the WORLD clock.
   (CLOCK) ((CLOCK))
   The current city setting appears on the display.
2. Enter the edit mode.
   (2nd) (EDIT)
3. Follow the procedure for "Setting and changing the HOME city" (from step 3) on page 12 to select the city name you want.

Changing the time

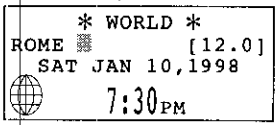
If you wish to change the current HOME time and date, follow the procedure under "Setting the clock" mentioned above. Skip step 4 if you do not want to change the time. Skip step 5 if you do not want to change the date.

Registering a city name not found in the list

For example, if you wish to set the city for the WORLD time to Rome (which is in zone number 12, but is not included in the city list):

1. Display the WORLD clock and enter the edit mode.
   (CLOCK) ((CLOCK)) (2nd) (EDIT)
   The cursor flashes on the city name line.
2. Use (^) and (v) to set the zone number to 12 (Initially, the city is Paris.)

3. Enter the city name (up to 8 characters).
(CAPS) ROME (CAPS)
(SPACE)



4. Press (ENTER) to store the name.

NOTE

To register a city name for the HOME clock, first display the HOME clock then (2nd) (EDIT) followed by (▲) (▲) to move the cursor to the city name line.

Setting daylight saving time/ summer time

If DST (daylight saving time/summer time) is used, the local time is advanced one hour during the summer. The HOME clock and the WORLD clock can be set for DST as follows:

HOME clock:

To set:
1. Display the HOME clock.
(CLOCK) ((CLOCK))
2. Enter the edit mode.
(2nd) (EDIT)
3. Enter the correct daylight saving time/ summer time.
4. Set the time as DST.
(2nd) (ENTER)

" ✸ " appears on the display and DST is set.

To clear:
1. Display the HOME clock.
(CLOCK) ((CLOCK))
2. Enter the edit mode.
(2nd) (EDIT)
3. Enter the correct time.
4. Set the time.
(2nd) (ENTER).
" ✸ " disappears and DST is cleared.

NOTE

For HOME clock, the " ✸ " display is turned on or off whenever (2nd) (EDIT) then (2nd) (ENTER) are pressed, even if the time setting is not changed. After this operation, the clock starts from Ø seconds.

WORLD clock:

To set:
1. Display the WORLD clock.
(CLOCK) ((CLOCK))
2. Enter the edit mode and change the setting.
(2nd) (EDIT) (2nd) (ENTER)
" ✸ " appears on the display and DST is set. Setting DST in the WORLD clock automatically sets the time one hour ahead.

To clear: 1. Display the WORLD clock.
(CLOCK) ((CLOCK))

2. Enter the edit mode and change the setting.
(2nd) (EDIT) (2nd) (ENTER)
" ✸ " disappears and the time for all WORLD cities is set one hour back.

NOTES

- When DST is set for one WORLD city, it is used for all cities displayed in the WORLD clock.
- DST can be set independently in the HOME and WORLD clocks. For example, if DST is set for the HOME clock, it does not have to be set for the WORLD clock.

USING THE CALENDAR FUNCTION

Monthly calendars covering the period from January, 1901 through December, 2099 can be displayed.

Difference between the ZQ-1300/1500 and ZQ-1350/1550:

The difference between the ZQ-1300/1500 and ZQ-1350/1550 is the week format of the calendar, Sunday-through-Saturday or Monday-through-Sunday. The ZQ-1300/1500 use the Sunday-through-Saturday format, while the ZQ-1350/1550 use the Monday-through-Sunday format. This manual explains the operation with the calendar in the Sunday-through-Saturday format.

Displaying and changing the monthly calendar

There are two methods of recalling dates and scanning the built-in calendar.

1. Displaying the calendar and changing the month with (▽) or (△).
2. Designating the year and month on the monthly calendar.

Operation of (▽) or (△) during the monthly calendar display:

The Organizer has a five-line display. The monthly calendar is displayed occasionally in two separate displays. In this instance, symbol "↓" appears on the display and the last week will be displayed by pressing (▼) several times. When (▽) is pressed again, the display will change to the next month. When (△) is pressed, the previous monthly calendar will be displayed.

Changing the month with (▽) or (△)

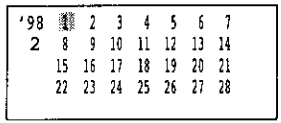
Once the CALENDAR mode has been selected, the month can be changed by pressing (▽) (to display upcoming months) or (△) (to display past months) as follows:

1. Select the CALENDAR mode.
   (CALENDAR)

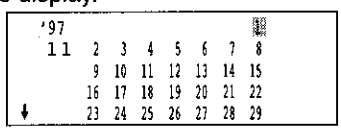
```
'98                     1  2  3
 1  4  5  6  7  8  9 10
   11 12 13 14 15 16 17
   18 19 20 21 22 23 24
   25 26 27 28 29 30 31
```

If the above display does not appear, press (2nd) (CALENDAR) to display the current monthly calendar. In this instance, if you set the Organizer's built-in clock for January 10, the calendar for January 1998 will be displayed.

2. Display the calendar for the next month.
(▽)



3. Display the calendar for three months prior to the month presently on the display.
(△) (△) (△)
" ↓ " indicates that the last week of the month is hidden below.



To display the last week, continue to press (▼) until the cursor scrolls into the next screen.

NOTES

- When (▽) or (△) is pressed continuously, the calendar will scroll forward or backward.
- In the year display, a " ' " is attached to the years 1901 to 1999, while no mark is attached to the years 2000 to 2099.

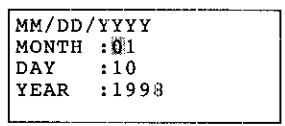
To return the calendar to the current date:
Press (2nd) (CALENDAR).

Recalling a month by designating the date:

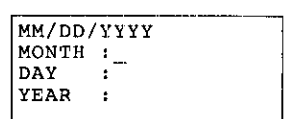
You can also change the calendar with (C•CE), entering the date which you would like to display when the date prompt appears, and then pressing (ENTER). For example, to display the month of February, 1998:

1. Select the CALENDAR mode.
(2nd) (CALENDAR)

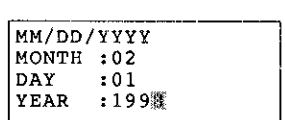
2. Enter the date entry mode.
(C•CE)



To change the date, move the cursor with the cursor movement keys, or press (C•CE) to clear the displayed date.
(C•CE)



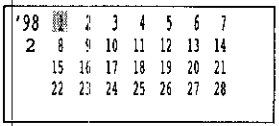
3. Enter the date.
02 01 1998



To enter a single-digit date or month, enter zero and the digit (that is,"02" or "01").

4. Recall the calendar.
   ENTER

   The specified monthly calendar will be displayed.



USING THE SCHEDULE FUNCTION

You can enter important future appointments as well as important dates in the past into the Organizer's schedule function. These dates are marked with tags on the Organizer's calendar display. In addition, you can set an alarm to sound at the scheduled time as a reminder. (Refer to "Using the schedule alarm, " page 29.)

Entering data in the SCHEDULE mode

The date of a schedule item can be selected using three different methods.

1. By selecting the desired date in the CALENDAR mode.
2. By selecting the desired date in the SCHEDULE mode with (^) and (v).
3. By recalling the desired date directly in the SCHEDULE mode.

Once the date has been selected, actual entry of the schedule item is the same for all three methods.

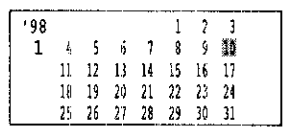
NOTE

Multiple items may be scheduled on the same date. If other items have been previously scheduled for a given date, simply enter the new appointment over the old one. The Organizer's display will clear upon recognition of the new entry.

Entering items from the CALENDAR mode:

To enter an item from the CALENDAR mode, such as, "February 20, 1998 10:00AM-2:00PM ABC Project meeting in room 23.

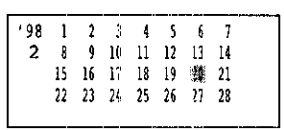
1. Select the CALENDAR mode.
   (2nd) (CALENDAR)

   If your display differs from the illustration, refer to "Difference between the ZQ-1300/1500 and ZQ-1350/1550", page 17.

2. Change the calendar to February 1998.
   (v)

3. Move the cursor to the 20th of February, using the cursor movement keys.
   (▼) (▼) (▼)
   (◀) (◀)

4. Change to the SCHEDULE mode.
   [SCHEDULE]

```
 FRI FEB 20,1998
TIME ?
```

   The date you have selected (February 20, 1998) will appear at the top of the display. The bottom part of the display is for schedule time and details.

5. Enter the starting time.
   10 [AM]

   (":00" will be entered automatically.)

6. Enter the finishing time.
   2 [PM]

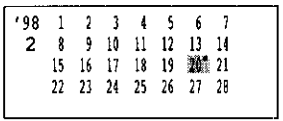
```
 FRI FEB 20,1998
 10:00AM~ 2:00PM
DESCRIPTION ?
```

7. After both starting and finishing times are entered, enter the schedule detail.
   [CAPS] ABC [SPACE] P
   [CAPS] ROJECT [↵]
   MEETING [SPACE] IN
   [SPACE] ROOM
   [SPACE] 23

```
 FRI FEB 20,1998
 10:00AM~ 2:00PM
ABC Project↵
meeting in room 23_
```

8. Store the scheduled meeting in the memory.
   [ENTER]

9. Now, check to see if the data was registered in the memory.
   [CALENDAR]



   Notice the tag (■) next to "February 20". It indicates a scheduled item for that date. (Items beginning in the morning result in a tag at the upper right of the date, while those beginning in the afternoon result in a tag appearing at the lower right of the date.)
   If an anniversary has been set, the tag will appear in the center.

Entering items from the SCHEDULE mode:

There are two methods of selecting the date depending on which is more convenient.

Selecting the date with [▽] and [△]

This method is convenient for displaying a nearby date. It changes the schedule display day by day until the desired date appears.

For example, if you wish to schedule an item such as, "February 17, 3:00PM–5:00PM Sales meeting"

1. Press [SCHEDULE].

2. Recall "February 17".
   [^] or [v]
   Press [^] or [v] until "February 17" is recalled.

```
 TUE FEB 17,1998
TIME ?
```

3. Enter the schedule time and detail.
   3 [PM] 5 [PM] [CAPS] S [CAPS] ALES [SPACE] MEETING [ENTER]

```
 TUE FEB 17,1998
  3:00PM~ 5:00PM
Sales meeting
```

Scheduling with [C•CE] and the numerical keys

When the date is not close to the displayed date, you may find it more convenient to enter the schedule items with the numerical keys.

For example, to schedule, "February 24, 1998 1:30PM Dr. Wilson visit at Guest room".

1. Enter the date entry mode.
   [SCHEDULE] [C•CE] [C•CE]

2. Enter the scheduled date. (February 24, 1998)
   02 24 1998 [ENTER]

3. Enter the scheduled time and detail.
   1 [:] 30 [PM] [▼] [CAPS] D [CAPS] R . [SPACE] [CAPS] W [CAPS] ILSON [SPACE] VISIT [↵] AT [SPACE] [CAPS] G [CAPS] UEST [SPACE] ROOM [ENTER]

```
 TUE FEB 24,1998
  1:30PM~
Dr. Wilson visit
at Guest room
```

NOTE

If you don't know what time a scheduled item, such as a meeting, will finish, press either [▼] or [ENTER] following the starting time, then enter the schedule item.

Scheduling items without times:

After selecting the schedule date as outlined above, schedule items can be entered directly without a specified time, except in instances when the data begins with a number. Simply begin by entering the letters in the item. (In this instance, the tag marking the scheduled item on the monthly calendar will appear on the upper right next to the date.)

Recalling scheduled data

The following 8 methods may be used to display previously scheduled items.

1. Recalling today's agenda.
2. Recalling scheduled items from the CALENDAR mode.

3. Recalling scheduled items from the SCHEDULE mode with (▽) and (△).
4. Recalling only scheduled dates (skip empty dates).
5. Recalling scheduled items from the SCHEDULE mode by entering the date numerically.
6. Recalling scheduled items by using the first letter(s) of the item.
7. Recalling scheduled items with a keyword search.
8. Recalling scheduled items using the index display.

NOTES

- When several schedule items are entered for the same day, items without a specified time are recalled first, followed by items with a specified time in chronological order.
- When there is more than one schedule item with the same starting time, items with an earlier finishing time are recalled first.

Recalling today's agenda:

Press (2nd) (SCHEDULE).

If nothing has been entered for the day, only the date will be displayed.

Recalling scheduled items from the CALENDAR mode:

When a daily schedule is recalled from the CALENDAR mode, first select the CALENDAR mode and then press (SCHEDULE).

For example, to recall the schedule for February 20, 1998:

1. Select the CALENDAR mode.

(2nd) (CALENDAR)
(▽)

```
'98    2  3  4  5  6  7
 2  8  9 10 11 12 13 14
   15 16 17 18 19 20 21
   22 23 24 25 26 27 28
```

2. Select the 20th with the cursor keys.

(▼) (▼)
(▶) (▶) (▶) (▶)
(▶)

```
'98  1  2  3  4  5  6  7
 2  8  9 10 11 12 13 14
   15 16 17 18 19 20 21
   22 23 24 25 26 27 28
```

You may also recall February 20 in the CALENDAR mode by pressing (C•CE), entering the date, and pressing (ENTER).

3. Recall the schedule display.

(SCHEDULE)

```
 FRI FEB 20,1998
 10:00AM~ 2:00PM
ABC Project
meeting in room 23
```

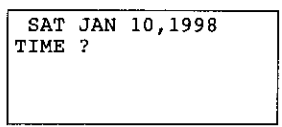
Recalling scheduled items from the SCHEDULE mode with (▽) and (△):

To recall the schedule directly from the SCHEDULE mode in forward or reverse direction, first set the SCHEDULE mode and then press (▽) (to recall the

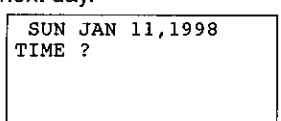
next day and future days) or [^] (to recall the last and previous days) as required.

For example, to recall the schedule for January 10, 1998 (today):

1. Select the SCHEDULE mode to display today's schedule.
   [2nd] [SCHEDULE]



2. Recall the schedule for the next day.
   [v]

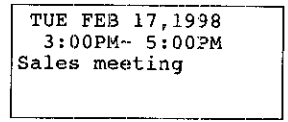


   The agenda for the next day will be displayed. If there are several items scheduled on the same day, use [v] to recall them in chronological order.

Recalling only scheduled dates (skip empty dates):

Press [2nd] [v] repeatedly so that the days which have scheduled items are searched for starting with the day appearing on the display.

1. Search for all days containing scheduled items.
   [SCHEDULE]
   [2nd] [v]



2. Press [2nd] [v] to recall the next scheduled items.

NOTES

- After the last scheduled item has been found, "NOT FOUND!" is briefly displayed and then the previous display reappears. Pressing [2nd] [^], references scheduled items in reverse.
- Pressing [SCHEDULE] [C•CE] [C•CE] and [2nd] [v] displays the oldest past scheduled item. If you press [2nd] [^], the most distant future scheduled item is displayed.

Recalling scheduled items from the SCHEDULE mode by entering the date numerically:

You can recall the date directly from the SCHEDULE mode by numerical entry. Select the SCHEDULE mode, press [C•CE], then enter the date with the numerical keys in accordance with the prompts.
This method is handy for recalling scheduled items which are far away.

For example, to recall the schedule for February 17, 1998:

1. Enter the date entry mode.
   SCHEDULE C·CE C·CE

2. Enter the date.
   02 17 1998

```
MM/DD/YYYY
MONTH :02
DAY   :17
YEAR  :1998
```

3. Recall the agenda for that date.
   ENTER

```
 TUE FEB 17,1998
  3:00PM~ 5:00PM
Sales meeting
```

Recalling scheduled items by using the first letter(s) of the item:

Enter the first letter(s) of the schedule item you would like to recall on the display and then press ⌄ to recall it.

For example, to recall the "Dr."-related items scheduled after January 10, 1998 (today):

1. Select the SCHEDULE mode. Today's schedule is displayed.
   2nd SCHEDULE
2. Enter the first letter(s) and begin the search.
   DR.
   ⌄

```
 TUE FEB 24,1998
  1:30PM-
Dr. Wilson visit
at Guest room
```

NOTES

- This search is not case sensitive.
- When ⌄ is pressed, a forward search from the displayed date will begin for scheduled items beginning with the word "Dr."
- If ⌃ is pressed, a reverse search will take place for items scheduled before the date presently appearing on the display.

Recalling scheduled items with a keyword search:

Enter any word contained anywhere in the entry, and the Organizer will find it with 2nd ⌄.

To search for scheduled items containing the word "meeting", after January 1, 1998, for example:

1. Recall the schedule for January 1, 1998.
   SCHEDULE C·CE C·CE 01 01 1998 ENTER
2. Enter the keyword for the search and begin the search.
   MEETING 2nd ⌄

```
 TUE FEB 17,1998
  3:00PM~ 5:00PM
Sales meeting
```

The first scheduled item containing the word "meeting" after January 1, 1998 will appear on the display.

NOTE

The keyword search is not case sensitive.

Repeated search

To search for additional items containing the word "meeting", press [2nd] [▽] repeatedly. When no more items containing the word "meeting" are scheduled, "NOT FOUND!" will appear on the display.

Reverse search

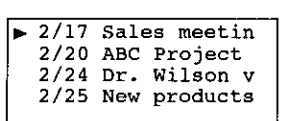
To browse back through the list of entries containing the keyword, press [2nd] [△].

Recalling scheduled items using the index display:

An index of your scheduled entries is available, sorted in chronological order.

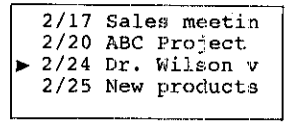
1. Select the SCHEDULE mode and display the index.

[SCHEDULE] [2nd] [INDEX]
(Up to five entries are displayed at a time.)



The first 12 characters of the first line of each entry are displayed.

2. Select the entry you want to check.
[▼] [▼]



(To move the pointer "▶" up, press [▲]. To step to the next or previous page of five entries, press [▽] or [△].)

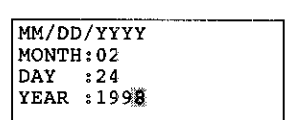
3. Display the details.
[ENTER]

NOTE

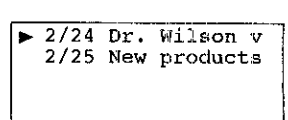
The entry being displayed when [2nd] [INDEX] is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the day will be at the top of the list. If no entry exists on that day, the next or the last entry will be at the top.

You can also display an index of entries for a desired date.

1. Select the SCHEDULE mode and enter the date you want to check.
[SCHEDULE] [C·CE] [C·CE]
02 24 1998



2. Display the index.
[2nd] [INDEX]



Items scheduled for the specified and any subsequent dates will be displayed. If there is no scheduled item on the specified or subsequent dates, the last item will be displayed. If you did not enter the date in step 1 above, the index display will start at the earliest scheduled item.

Editing scheduled data

Previously scheduled data may be edited by pressing [2nd] [EDIT].
Once the edit mode is entered, the data may be edited directly using [▶], [◀], [▼], [▲], [INS] and [DEL], etc.

For example, to change "Guest room" within a scheduled item on February 24, to "Meeting room":

1. Recall this item on the schedule for February 24.
   [SCHEDULE] [C•CE] [C•CE] 02 24 1998 [ENTER]

2. Enter the edit mode.
   [2nd] [EDIT]

```
      TUE FEB 24,1998
      ▒1:30PM~
      Dr. Wilson visit↵
EDIT  at Guest room
```

3. Move the cursor to the section to be edited and correct it.
   [▼] [▼]
   [▶] [▶] [▶]
   [CAPS] M [CAPS] EETI
   [INS] NG

```
TUE FEB 24,1998
 1:30PM~
Dr. Wilson visit↵
at Meeting room
```

4. Store the edited data.
   [ENTER]

Copying scheduled data

If you would like to enter a new item on a different date that has the same or similar content to a previously scheduled item, you may save time by copying the previous entry onto the new date using the copy function and editing it later if required.
The copy function operates similarly to the edit mode, instead of pressing [ENTER] to store the data, [2nd] [ENTER] are pressed.
After the data is copied onto the new date, it also remains on the previous date as it was originally entered.
For example, if the "ABC Project meeting at room 23" scheduled on February 20 is also to be held at the same time on March 6, you may copy it onto the new date as follows:

1. Recall the items scheduled for February 20 and enter the edit mode.
   [SCHEDULE] [C•CE] [C•CE] 02 20 1998 [ENTER]
   [2nd] [EDIT]

2. Change the date.
[▲] 03 06

```
     M/D/Y=03/06/1998
      10:00AM- 2:00PM
     ABC Project↵
EDIT meeting in room 23
```

(You can also change the entire date by pressing [▲] [C·CE] at this point and re-entering the entire date.)

3. Copy the data.
[2nd] [ENTER]

```
 FRI MAR  6,1998
 10:00AM- 2:00PM
ABC Project
meeting in room 23
```

(In this instance, the time and detail are stored in the memory as is without any changes. If the copied data requires additional editing, it may be edited as described in "Editing scheduled data" mentioned above.)

Deleting scheduled data

Scheduled data can be deleted by the following three methods:

1. Deleting one agenda item at a time
2. Deleting the agenda for an entire month
3. Deleting all of the data in the schedule memory (Refer to "Deleting all of the data in each function", page 58.)

Deleting one agenda item at a time:

First recall the data you would like to delete on the display and delete it with [DEL] and [Y].

For example, to delete the "ABC Project meeting in room 23" scheduled for March 6:

1. Recall the schedule for that day.
[SCHEDULE] [C·CE] [C·CE] 03 06 1998 [ENTER]

2. Delete the schedule.
[DEL]

```
 FRI MAR  6,1998
 10:00AM- 2:00PM
ABC Project
meeting in room 23
   DELETE ? Y/N
```

3. The delete prompt appears.
[Y] (To retain the data, press [N].)

After deletion, the next agenda item for that day or that date alone will be displayed.

NOTE

You can also delete individual entries from the index display. Move the pointer "▶" to select the entry you want to delete and press [DEL] and [Y].

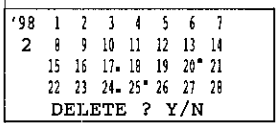
Deleting the agenda for an entire month:

To delete the agenda for February, 1998, for example:

1. Select the CALENDAR mode and display the calen-

dar for the month you would like to delete.
(CALENDAR) (C•CE) (C•CE) 02 01 1998 (ENTER)

2. Delete the agenda for an entire month.
(DEL)



3. The delete prompt appears.
(Y) (To retain the data, press (N).)

After the agenda for the month has been deleted, the flags on scheduled dates will disappear from the calendar.

Using the schedule alarm

The Organizer schedule alarm sounds when the time for a scheduled appointment or other item on the agenda arrives. To stop the alarm after it starts beeping, simply press (C•CE). If (C•CE) is not pressed, the alarm will stop automatically after approximately 20 seconds.

Setting the alarm to ring:

The schedule alarm can be set for a scheduled appointment.
1) Select an agenda item and mark it for the alarm with "▮".
2) Activate the alarm for that item with "◁".

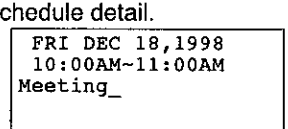
Once an agenda item has been selected for an alarm and the alarm has been turned on, the alarm will sound automatically and the relevant item will be displayed even if the Organizer has been turned off. The alarm can also be set to sound for secret items without displaying the item.
If you do not wish to have the alarm sound at that time, you can turn the alarm off.

Setting the schedule alarm:

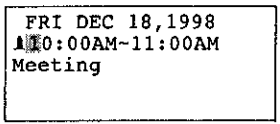
First display the schedule item for which you wish to set the alarm and press (2nd) (ALARM). "▮" appears to the left of the starting time for the scheduled item on the display, to indicate that the alarm has been set for that item. You can also set the alarm while you schedule an item on the agenda by pressing (2nd) (ALARM).
However, when you press (2nd) (ALARM) while "▮" is displayed, the alarm will be canceled and "▮" will disappear from the display.

For example, to set an alarm for a meeting scheduled on December 18 ("December 18, 1998, 10:00AM–11:00 AM Meeting") while entering the schedule item:

1. Enter the date, time, and schedule detail.
(SCHEDULE) (C•CE) (C•CE)
12 18 1998 (ENTER)
10 (AM) 11 (AM)
(CAPS) M (CAPS) EETING

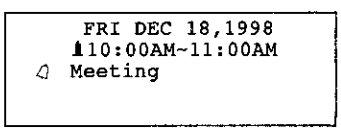


2. Set the alarm.
(2nd) (ALARM)



(Once the alarm has been set for the schedule item, "▮" appears before the scheduled starting time.)

3. Store the item.
(ENTER)



("🔔" will appear.)

The alarm will sound at the starting time of the meeting.

NOTES

- "🔔" appears or disappears each time (2nd) (🔔) are pressed.
- If the alarm time you attempt to enter has already passed, the message "ALARM TIME ELAPSED!" appears briefly. Enter the correct alarm time.
- After the alarm sound, "▮" will disappear and the scheduled item will remain in memory without "▮".
- If "🔔" is turned off and the set alarm time has passed "▮" will remain in front of the scheduled item.

USING THE ANNIVERSARY FUNCTION

Anniversaries (date, label) can be stored in the Organizer. Once a date is designated as an anniversary, the date will be an anniversary for every year from 1901 to 2099. Thus, the anniversary function serves as a mnemonic aid for these important personal dates.

NOTE

Anniversary dates such as "Mother's Day" (2nd Sunday in May) cannot be stored.

Entering anniversaries

To enter "Nancy's birthday" on February 12, for example, proceed as described below.

1. Select the ANNIVERSARY mode.
   (ANN)

```
   M/D=_ /
-ANN-
M=MONTH   D=DAY
```

2. Enter the date and the label.
   02 12 (ENTER)
   (CAPS) N (CAPS) ANCY
   (SMBL) (▼) (▼) 1S
   (SPACE) BIRTHDAY
   (ENTER)

```
    FEB 12
-ANN-
Nancy's birthday
```

(" ' " mark is entered as symbol.)

Anniversaries are also automatically marked with the tag (▪) in the center in the monthly calendar. (Refer to page 21.)

Recalling anniversaries

After selecting the ANNIVERSARY mode, anniversaries are recalled in two ways.

1. Sequential search using (﹀) and (﹀).
2. Using the index display.

Sequential search:

1. Select the ANNIVERSARY mode.
   (ANN)

2. Recall the anniversary.
   (﹀)

NOTE

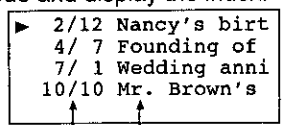
Each time (﹀) or (﹀) is pressed, the next entry will be recalled in calendar sequence (forward or backward).

Using the index display:

Select the ANNIVERSARY mode and display the index.

(ANN) (2nd) (INDEX)

Up to five entries are displayed at a time.



The first 12 characters of the first line of each entry are displayed.

Press (▼) or (▲) to move the pointer "▶" down or up to select an entry, or (﹀) or (﹀) to step to the next or previous page of five entries.

Press (ENTER) to display details of the entry.

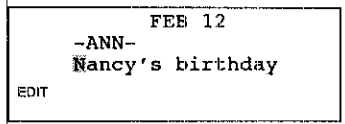
NOTE

The entry being displayed when (2nd) (INDEX) is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the current date will be at the top of the list.

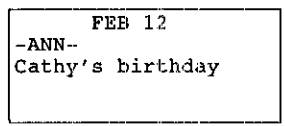
Editing anniversaries

To edit an anniversary entry, for example, such as changing "Nancy's birthday" to "Cathy's birthday":

1. Recall the entry, "February 12th, Nancy's birthday".
   (ANN) (﹀)
   (Press (﹀) or (﹀) repeatedly until "Nancy's birthday" appears.)
2. Enter the edit mode.
   (2nd) (EDIT)



3. Move the cursor to the letter you wish to change and change it.
   (CAPS) C (CAPS) ATHY (SMBL) (▼) (▼) 1S (ENTER)



To change the date, first enter the edit mode, then press (▲) until the date flashes, enter the new date and press (ENTER). To cancel any changes, press (C•CE) twice before pressing (ENTER).

NOTE

If (2nd) (ENTER) are pressed instead of (ENTER) after the changing, data can be copied. (Refer to "Copying scheduled data", page 27)

Deleting anniversaries

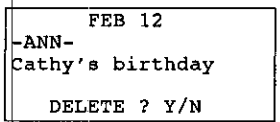
Deleting one entry:

To delete the "Cathy's birthday" entry, for example:

1. Recall the entry "Cathy's birthday".
   (ANN) (﹀)

(Press [▽] repeatedly until "Cathy's birthday" appears.)

2. Delete the entry.
[DEL]



3. The delete prompt appears.
[Y] (To retain the data, press [N].)

NOTE

You can also delete individual entries from the index display. Move the pointer "▶" to select the entry you want to delete and press [DEL] and [Y].

Deleting all the entries:

When you want to delete all the entries at a time, refer to "Deleting all of the data in each function", page 58.

USING THE TELEPHONE DIRECTORY

The telephone directory stores the names, telephone numbers, and addresses of business clients, companies, personal friends and so on.

The Organizer's telephone directory is actually three different telephone directories in one (TEL1, TEL2, and TEL3) for keeping business, private, and other listings separate.

Designating the filenames

The filenames for the different directories (business, private, etc.) can be input from the miscellaneous function mode. Input directory filenames of 10 letters or less as follows:

1. Recall the miscellaneous function menu.
   [2nd] [FUNCTION] 4

   (The prompt for entering the directory filename will appear.)

```
< TEL FILE NAME >
1:[ TEL 1    ]
2:[ TEL 2    ]
3:[ TEL 3    ]
```

2. Store the directory filenames.
   [CAPS] B [CAPS] USINESS [ENTER]
   [CAPS] P [CAPS] RIVATE [ENTER]
   [CAPS] O [CAPS] THERS [SPACE] [ENTER]
   [TEL]

```
  *Business  *
NAME ?
```

NOTES

- If you do not wish to assign a filename to a directory, skip this step by pressing [ENTER].
- To discontinue the entry of a directory filename, press [C•CE] twice.

Entering listings

A telephone listing may be stored in any of the three directories, selected by pressing [TEL]. The directories are cycled through each time [TEL] is pressed:

... → TEL1 → TEL2 → TEL3 → TEL1 → ...

Pressing [TEL] while displaying a telephone number will display the directory filename originated from.

Entering telephone listings into the TEL1 directory

To enter two sample listings into the TEL1 directory, follow steps 1 to 5 below:

Edwards Bob 201-555-5600 FAX 555-1869
President, ABC Co.
Davis Mike 214-555-7890 Davis Assoc.

1. Select the TEL mode.
   TEL

   (Press TEL repeatedly until the TEL1 directory name appears.)

```
   *Business  *
NAME ?
```

2. Enter the name of the first party.
   CAPS E CAPS DWARDS SPACE CAPS B CAPS OB ENTER

```
Edwards Bob
NUMBER ?
```

3. Enter the party's telephone number and fax number.
   201 SMBL ▼ ▼ ▼ 1555 SMBL 15600 ↵
   CAPS FAX CAPS SPACE 555 SMBL 11869 ENTER

```
Edwards Bob
201-555-5600
ADDRESS ?
```

To enter hyphen " – ", press SMBL as described above, or press 2nd – (above U key).

4. Enter the person's position and company name, etc.
   CAPS P CAPS RESIDENT, CAPS ABC SPACE C CAPS O. ENTER

```
Edwards Bob
201-555-5600
FAX 555-1869
President,ABC Co.
```

5. Enter the next listing, "Davis Mike", in the same manner.
   CAPS D CAPS AVIS SPACE CAPS M CAPS IKE ENTER
   214 SMBL ▼ ▼ ▼ 1555 SMBL 17890 ENTER
   CAPS D CAPS AVIS SPACE CAPS A CAPS SSOC. ENTER

```
Davis Mike
214-555-7890
Davis Assoc.
```

NOTES

- To skip the party's telephone number or company name and address, simply press ENTER.
- Check the listing for mistakes before pressing ENTER. If there are any, correct them using the cursor keys (◄, ►, ▼, ▲), INS, DEL, and BS, and then press ENTER. If you find any mistakes after you have already pressed ENTER, then correct the listing using the editing function. (Refer to "Editing listings", page 38.)

Entering listings into the TEL2 directory

Jones Jack 708-555-8555 Romeoville, Illinois.

1. Display the TEL2 directory.
   TEL

   (Press TEL repeatedly until the TEL2 directory name appears.)

```
   *Private   *
NAME ?
```

2. Enter listings.
   CAPS J CAPS ONES
   SPACE CAPS J CAPS
   ACK ENTER
   708 SMBL ▼ ▼
   ▼ 1555 SMBL 18555
   ENTER
   CAPS R CAPS
   OMEOVILLE ↵
   CAPS I CAPS LLINOIS
   ENTER

```
Jones Jack
708-555-8555
Romeoville
Illinois
```

Recalling listings

The telephone listings are stored in the order described on page 37.

There are four methods of retrieving telephone listings.

1. Sequential search, which retrieves the listings in alphabetical order
2. Direct search using the first letter(s) of the party's name
3. A keyword search, for any word contained in the listing
4. Using the index display

Recalling a listing with a sequential search:

1. Select the TEL1 directory.
   TEL
   (Press TEL repeatedly until the TEL1 directory name appears.)
2. Recall the first listing.
   ∨
   (When ∨ is pressed, a search of the listings begins in alphabetical order.)

```
Davis Mike
214-555-7890
Davis Assoc.
```

3. Recall subsequent listings.
   ∨

```
Edwards Bob
201-555-5600
FAX 555-1869
President,ABC Co.
```

NOTE

Pressing ∧ recalls the listings in reverse order.

Recalling a listing with a direct search:

Press C·CE, then enter the first letter(s) of the party's name and press ∨.

To recall a listing which starts with "E", for example, in the TEL1 directory, first select the TEL mode (TEL1).

C·CE E ∨

```
Edwards Bob
201-555-5600
FAX 555-1869
President,ABC Co.
```

Subsequent entries will be searched in sequential order, from the listing displayed. If there is no matching entry,

"NOT FOUND!" is displayed. This search is not case sensitive.

Recalling listing with a keyword search:

To perform a keyword search, press [C•CE], then enter any word contained in the desired listing and press [2nd] [∨].

Recall listings containing the word "ABC Co.", for example, in the TEL1 directory. First select the TEL mode (TEL1).

[C•CE] ABC [SPACE] CO. [2nd] [∨]

Each time [2nd] [∨] are pressed, successive listings containing the word "ABC CO." will be displayed. This search is not case sensitive.

Using the index display:

The names of a directory can be displayed alphabetically in an index.

Select the TEL1 directory and display the index.

[TEL] (Repeatedly)
[2nd] [INDEX]

```
▶Davis Mike
 Edwards Bob
```

Up to five names can be displayed at a time.

The first 18 characters of the name of each listing are displayed.

To display the first listing beginning with a particular character, press the desired character key. If there is no listing for that character, the first subsequent listing will be displayed.

For example, if [S] or [P] is pressed at the left display below:

```
▶ Hamilton Olivia
  Louis Greg
  MacDonald Edith
  Scott Teresa
  Smith Robert
```

→

```
▶ Scott Teresa
  Smith Robert
  Weiner Mike
```

[∨] and [∧] let you step down and up a page at a time.

To see the whole listing, move the pointer "▶" using [▲] and [▼] to select the listing you want, and press [ENTER].

NOTE

Letters (A-Z), numbers (0-9), spaces and hyphens can be entered to search listings. This search is not case sensitive.

The characters are sorted in the following order

↵ Space ! " # $ % & ' ( ) * + , − . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ? @ A a B b C c D d E e F f G g H h I i J j K k L l M m N n O o P p Q q R r S s ß T t U u V v W w X x Y y Z z [\ ] ^ _ ‘ { | } ~ ¢ £ ¥ ₧ ƒ ¿ ¡ « » Ł ł ▲ ß Ÿ ✓ ✗ ü ¨ ^ ` ´ ˜ ° _ × ‼ → ← ◇ α Γ π Σ σ μ τ ⊖ Ω δ ∞ ø ∈ ∩ ≡ ± ≥ ≤ ÷ ≈ ° • · √ n 2 ■

Editing listings

To edit a listing, recall it, and then press [2nd] [EDIT] to enter the edit mode.
Use [DEL] or [BS] to delete characters. With the cursor " ■ " you may type over the characters. Or, press [INS] to change the cursor to "◀ " and you may insert new characters. After making changes, press [ENTER] to store the new listing.
To cancel any changes, press [C•CE] twice before pressing [ENTER].

NOTE

If [2nd] [ENTER] are pressed instead of [ENTER] after making changes, data can be copied. (Refer to "Copying scheduled data", page 27.)

Deleting listings

Either single listings or an entire directory (TEL1, TEL2, or TEL3) can be deleted as required.

Deleting single listings:

1. Select the directory containing the listing to be deleted (TEL1, TEL2, or TEL3).
   [TEL] (Repeatedly)

2. Recall the listing to be deleted.
   Use any of the methods (1-3) mentioned above.

3. Delete the entry.
   [DEL]

4. The delete prompt appears.
   [Y] (To retain the data, press [N].)

NOTE

You can also delete individual entries from the index display. Display the index of the desired directory with [2nd] [INDEX], select the listing you want to delete with the pointer " ▶" and press [DEL] and [Y].

Deleting entire directories (TEL1, TEL2, or TEL3):

Any one of these directories can be deleted separately by using the miscellaneous function "DATA DELETION". (Refer to "Deleting all of the data in each function", page 58.)

USING THE MEMO FUNCTION

The Organizer's memo function conveniently stores notes or other bits of information not appropriate for the schedule or other directories.

Entering memos

Press [MEMO] and enter the item. Using the methods given in "Basic Entry Procedures", enter the following two memos for practice:
"Xmas presents list, Sweater for Jill, Ring for Mother"
"ABC BANK, Chicago branch, Account No. 272 - 0011223"

1. Select the MEMO mode.
   [MEMO]

```
    * MEMO *
TITLE ?
```

2. Store the data.
   [CAPS] X [CAPS] MAS
   [SPACE] PRESENTS
   [SPACE] LIST [↵]
   [CAPS] S [CAPS] WEATER
   [SPACE] FOR [SPACE]
   [CAPS] J [CAPS] ILL [↵]
   [CAPS] R [CAPS] ING [SPACE]
   FOR [SPACE] [CAPS] M [CAPS]
   OTHER [ENTER]

```
Xmas presents list
Sweater for Jill
Ring for Mother
```

3. Store the second item in the same manner.
   [CAPS] ABC [SPACE] BANK [↵]
   C [CAPS] HICAGO
   [SPACE] [CAPS] B [CAPS]
   RANCH [↵]
   [CAPS] A [CAPS]
   CCOUNT [SPACE]
   [CAPS] N [CAPS] O. [↵]
   272 [SMBL] [▼] [▼]
   [▼] 1 0011223 [ENTER]

```
ABC BANK
Chicago Branch
Account No.
272-0011223
```

Always press [ENTER] to store the item.

Recalling memos

The following four methods can be used to recall memos.

1. Sequential search in the order of entry
2. A direct search for the first letter(s) of the entry
3. Keyword search for a specified letter(s) anywhere in a memo
4. Using the index display

Recalling memos with a sequential search:

Each time [∨] is pressed, data is recalled in the order of entry. When [∧] is pressed, data is searched in reverse order.

Select the MEMO mode and recall the data.

(MEMO) (∨)

```
Xmas presents list
Sweater for Jill
Ring for Mother
```

Each time (∨) is pressed, the next item is displayed.

NOTES

- If you press (∨) after the last entry is displayed, "NOT FOUND!" will appear on the display.
- Reverse search works in the same manner.

Recalling memos with a direct search:

The first letter(s) of the memo can be searched. To continue the search, press (∨) or (∧) repeatedly. The data will be recalled in the forward or reverse order of entry starting with the memo searched.
To search for a memo beginning with the letter "A", for example:

Select the MEMO mode, then search for a memo entry starting with the letter "A".

(MEMO) A (∨)

```
ABC BANK
Chicago Branch
Account No.
272-0011223
```

This search is not case sensitive.

Recalling memos with a keyword search:

With the keyword search function, the memos containing the specified letter(s) anywhere in a memo are searched out in sequence.
To perform a keyword search for memos containing the word "Acc", for example:

Enter the keyword in the MEMO mode.

(MEMO) ACC (2nd) (∨)

The first memo containing the word "Acc" will be displayed. Subsequent memos containing the same word can be recalled in order each time you press (2nd) (∨).
This search is not case sensitive.

Using the index display:

To view an index of memos press (2nd) (INDEX) in the MEMO mode.

```
▶ Price list
  Sales figure
  Time table-1
  Time table-2
  How to use new PC
```

The first lines of up to five memos are displayed. Press (▼) or (▲) to move the pointer "▶" down or up to select the memo of interest, and press (ENTER) to view it in detail. Press (∨) and (∧) to step through your list of memos a page at a time.

NOTE

The memo being displayed when [2nd] [INDEX] *is pressed will appear at the top of the list. Otherwise, the first memo will appear at the top.*

Editing memos

Memo editing capabilities are similar to those in the SCHEDULE mode.

To edit a memo, recall it, and then press [2nd] [EDIT] to enter the edit mode.
Use [DEL] or [BS] to delete characters. With the cursor " ■ " you may type over the characters. Or, press [INS] to change the cursor to " ◀ " and you may insert new characters.
After making changes, press [ENTER] to store the new entry. To cancel any changes, press [C•CE] twice before pressing [ENTER].

NOTE

If [2nd] [ENTER] are pressed instead of [ENTER] after making changes, data can be copied. (Refer to "Copying scheduled data", page 27.)

Deleting memos

Either single memos or the entire memo list can be deleted as follows:

Deleting single memos:

Recall the memo you wish to delete on the display and press [DEL].
The delete prompt appears. Press [Y] (To retain the data, press [N].)
For example, to delete the memo "Xmas presents list".

1. Select the MEMO mode and recall the data.
   [MEMO] [∨]

   (Press [∨] repeatedly until the memo item "Xmas presents list" appears.)

2. Delete the MEMO.
   [DEL]

```
Xmas presents list
Sweater for Jill
Ring for Mother

   DELETE ? Y/N
```

3. The delete prompt appears.
   [Y] (To retain the data, press [N].)

   After the deletion, the next item will appear.

NOTE

You can also delete individual entries from the index display. Display the index of the desired memo with [2nd] [INDEX], select the memo you want to delete with the pointer " ▶" and press [DEL] and [Y].

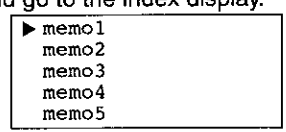
Deleting entire memos:

All the memos can be deleted at once using the miscellaneous function "DATA DELETION". (Refer to "Deleting all of the data in each function", page 58.)

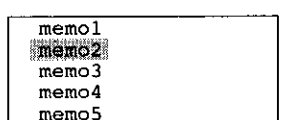
Rearranging memos

In the index display the order in which memos are recalled can be changed.
For example, assume there are five entries stored in the order of "memo1" through "memo5". To place "memo2" after "memo4":

1. Select the MEMO mode and go to the index display.
   [MEMO] [2nd] [INDEX]

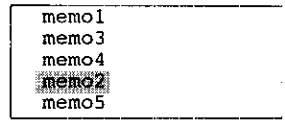


2. Move the pointer to the entry you want to move and specify it.
   [▼] [INS]

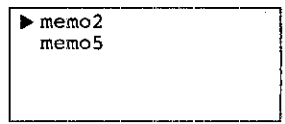


   ("memo2" is blinking)

3. Move "memo2" after "memo4".
   [▼] [▼]
   ("memo2" is blinking)



4. Store the new order.
   [ENTER]



- Press [C•CE] to cancel any changes.
- If there is any secret entry between "memo4" and "memo5", which is hidden from view by the SECRET function, "memo2" will be stored before "memo5" but not immediately after "memo4". (Refer to "USING THE SECRET FUNCTION", page 52.)

USING THE TO DO FUNCTION

The TO DO function is a very convenient and efficient way to keep track of the things you have to do. Each entry can contain a description of the item and, if necessary, an assigned priority level.
You can easily recall a list of all the things you have to do in order of priority. Once done, a TO DO entry can be easily checked off, which automatically assigns the entry the lowest priority level.

Entering things to do

For example, if you want to call Frank about a sales meeting, but it is not the most important thing (priority 2) on your agenda:

1. Select the TO DO mode.
   [TO DO]

```
    * TO DO *
DESCRIPTION ?
```

2. Enter a description of the activity.
   [CAPS] C [CAPS] ALL
   [SPACE] [CAPS] F [CAPS] RANK [SPACE] ABOUT [↵]
   SALES [SPACE] MEETING
   [ENTER]

3. Enter the priority.
   2

```
Call Frank about
PRIORITY:2
```

4. Store the entry.
   [ENTER]

```
Call Frank about
sales meeting
PRIORITY:2
```

NOTES

- Press [C•CE] twice at any time before storing the entry to cancel it and return to the initial entry display.
- To begin another entry, press [C•CE] or simply begin entering the description for the new entry.
- The priority can be set to any number Ø-9 or letter A-Z or just left blank by pressing [ENTER]. Small letters cannot be entered. If "a" is entered, for example, it is recognized as "A".
- Order of priority is from Ø-9, A-Z, then space.

Recalling TO DO items

TO DO entries are sorted and stored in their order of priority. They can be recalled in four different ways:

1. Sequential search in the order of priority

2. Direct search for the first letter(s) contained in the entry
3. Keyword search for word(s) contained in the entry
4. Using the index display

Sequential search:

Use [∨] and [∧] to step sequentially through the entries. If there are no more entries, "NOT FOUND!" is displayed.

Direct search:

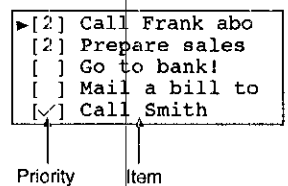
The direct search lets you recall the entry beginning with specified letter(s). Enter the letter(s) and press [∨] or [∧] to search up or down for the entry. This search is not case sensitive. Use [∨] and [∧] to recall other entries sequentially. If there is no matching entry, "NOT FOUND!" is displayed.

Keyword search:

The keyword search will recall each and every entry containing the specified word(s) in the description field. Enter the keyword and press [2nd] followed by [∨] or [∧]. This search is not case sensitive. Repeated pressing of [2nd] [∨] or [2nd] [∧] will recall subsequent entries containing the same keyword. If there are no more entries, "NOT FOUND!" is displayed, and the initial entry display will appear.

Using the index display:

The index is a very powerful tool for viewing your TO DO entries. Press [2nd] [INDEX] in the TO DO mode.



Use [∨] and [∧] to step through pages of entries. Press [▼] and [▲] to move the pointer "▶" to select an entry and then press [ENTER] to recall and display the entire entry.

NOTE

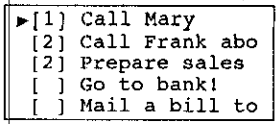
The listing starts from the entry being displayed when you press [2nd] [INDEX], or from the first entry if you are at the initial entry display.

Checking off completed items

Once an item has been completed, it is time to mark it as done. Once checked off, the item will be assigned the lowest priority.

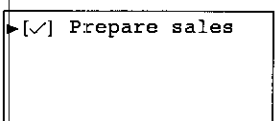
To check off the sales meeting preparation, for example:

1. Select the TO DO mode and go to the index display.
   [TO DO] [2nd] [INDEX]



2. Move the pointer to select the "Prepare..." entry.
   [▼] [▼]

3. Mark it as done.
   [✓]
   ([✓] is the same key as [SMBL].)



When an entry is marked as done, its assigned priority changes to ✓, and the entries are resorted.

NOTES

- Entries marked with "✓" have the lowest priority.
- You can also check the entry off by recalling it and pressing [✓].

Editing TO DO items

Recall the details of the entry you want to change, and press [2nd] [EDIT] to enter the edit mode. Use [DEL] or [BS] to delete characters. With the cursor "■" you may type over the characters. Or, press [INS] to change the cursor to "◀" and you may insert new characters.

After making changes, press [ENTER] to store the new entry. To cancel any changes, press [C•CE] twice before pressing [ENTER].

NOTE

If [2nd] [ENTER] are pressed instead of [ENTER] after making changes, data can be copied. (Refer to "Copying scheduled data", page 27.)

Deleting TO DO items

TO DO entries can be deleted in three ways:

1. A single entry at a time
2. All checked entries only
3. All entries

Deleting single entries:

Entries can be deleted one at a time either directly or through the index display. Recall the whole entry, or select the entry in the index display. Press [DEL] and then [Y]. (To retain the data, press [N].)

Deleting checked entries or all of the entries:

All checked (done) entries or all of the entries can be deleted at one time through the miscellaneous function "DATA DELETION".
(Refer to "Deleting all of the data in each function", page 58.)

USING THE EXPENSE FUNCTION

The EXPENSE function is an easy-to-use method of tracking personal and business expense information. The expense summaries allow you to see the total expenses for a single day or for a certain period.

Data fields

There are three data fields for Expense records, shown here in the order in which they are encountered:

Date	(Enter for the description field may be
Amount	skipped by pressing [ENTER].)
Description	

By following the prompts for each field, you fill in these data fields and thereby create a record. You can then save that record for future use and subsequently recall, edit, summarize, and delete your records.

Creating expense records

For practice creating an Expense record, suppose the date is March 9, 1998, and you have just bought flight tickets for a business trip for $1200.

1. Select the EXPENSE mode.
   [EXPENSE]

```
    * EXPENSE *
DATE ?
M/D/Y= 1/10/1998
```

2. Store the expense date.
   03 09 1998 [ENTER]

```
 MON MAR 9,1998
AMOUNT ?
```

The month and the day must be entered using two digits and the year using four digits. For single digit months or days, enter "0" before the single digit.

Or, the date can be changed by pressing either [▼] or [▲]. The date will change continuously when either [▼] or [▲] is held.

Numerical values can be input in up to 12 digits including decimal places. Numbers will be displayed with every three digits separated by a comma. Values can be input in up to 2 decimal places.

3. Enter the expense amount.
   1200 [ENTER]

```
 MON MAR  9,1998
          1,200.00
DESCRIPTION ?
```

4. Enter the description.
   (CAPS) F (CAPS) LIGHT (SPACE) TICKETS (SPACE) FOR (↵) INSPECTION (SPACE) ABROAD (ENTER)

```
MON MAR  9,1998
          1,200.00
Flight tickets for
inspection abroad
```

NOTE

Press (C•CE) twice at any time before storing the entry to cancel it and return to the initial entry display.

Recalling expense records

EXPENSE records are sorted and stored in chronological order. There are three ways to recall a record:

1. Sequential search by date
2. Specifying the expense date
3. Using the index display

Sequential search:

Press (∨) or (∧) in the EXPENSE mode to recall records sequentially. Pressing (C•CE) (∨) or (C•CE) (∧) will recall the first or the last record, respectively.

Specifying the date:

Enter the date for which you want to check the expenses in the EXPENSE mode, then press (∨) (do not press (ENTER)). The first record for the specified date will be displayed. Press (∨) to recall the item you want. (Remember that the data should be entered as eight digits.)

Using the index display:

A description of each record can be listed with the expense date, sorted in chronological order.

Press (2nd) (INDEX) in the EXPENSE mode.
Up to five records can be displayed at a time.

```
► 3/ 9 Flight ticke
  3/10 Parking
  3/10 Gas
  3/11 Rental car
  3/12 Taxi
```

The first 12 characters of the first line of each description are displayed. Press (▼) or (▲) to move the pointer "►" down or up, or (∨) or (∧) to step to the next or previous page of five records.
Press (ENTER) to display the details of the record indicated by the pointer.

NOTE

The record being displayed when (2nd) (INDEX) is pressed will appear at the top of the list. If you are at the initial entry display, the first record for the current date will be at the top of the list. If no entry exists for that day, the closest entry after or before the day will be at the top.

Editing expense records

Expense records may be edited by recalling the record and pressing [2nd] [EDIT]. Once the edit mode is entered each field may edited using [◄], [►], [BS], [INS], and [DEL].

For example, to change the expense amount, recall the record and press [▼] to move the cursor to the amount field. Press [C•CE] once to clear the field and enter the new amount.
After making changes, press [ENTER] to store the new entry. To cancel any changes, press [C•CE] twice before pressing [ENTER].

NOTE

If [2nd] [ENTER] are pressed instead of [ENTER] after making changes, data can be copied. (Refer to "Copying scheduled data", page 27.)

Deleting expense records

Deleting single expense records:

To delete single expense records, recall the record or select it in the index display and press [DEL].
The delete prompt "DELETE ? Y/N" will appear. Press [Y]. (To retain the record, press [N].)

Deleting entire expense records:

All the records can be deleted simulatenously using Miscellaneous Function "DATA DELETION".
(Refer to "Deleting all of the data in each function", page 58.)

Expense summaries

A summary is a collection of records in the Expense memory. Expense summaries can be displayed as daily or period summaries.

If the secret function (refer to page 52) is turned on, you cannot see secret records and such records are not included in summaries.

If an inappropriate date is input (an end date which is earlier than the start date), no calculation will be made, so be sure to input the correct dates.

Summarized expense reports:

Display the "EXPENSE REPORT".

[EXPENSE]
[2nd] [EXPENSE]

```
< EXPENSE REPORT >
1:DAILY
2:PERIOD
```

To find the total amount for a specific day, select "1 DAILY".

To find the total amount for a certain period, select "2 PERIOD".

To find the total amount for a specific day:

1. Select "1 DAILY".
   1

```
-DAILY-
DATE: 1/10/1998
```

The date specified by the CLOCK mode or the last date used in the EXPENSE mode will be displayed. If that date is the date desired, simply press [ENTER] to find the total amount.
Enter a date, using the same format as when creating expense records (page 46).

2. Enter a date.
   03 09 1998 [ENTER]

```
-DAILY-
DATE:MAR  9,1998
          1,200.00
```

When [ENTER] is pressed once again after the calculation has been executed, the display will return to the original date input display, and it will then be possible to find the total amount for a different day.

To find the total amount for a certain period:

1. Select "2 PERIOD".
   [C•CE] [2]

```
-PERIOD-
FROM: _ /  /
```

2. Enter a start date.
   03 09 1998 [ENTER]

```
-PERIOD-
FROM:MAR  9,1998
TO  : _ /  /
```

3. Enter an end date.
   03 15 1998 [ENTER]

```
-PERIOD-
FROM:MAR  9,1998
TO  :MAR 15,1998
          1,415.25
```

When [ENTER] is pressed once again after the calculation has been executed, the display will return to the original date input display, and it will then be possible to find the total amount for a different period.

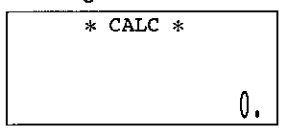
NOTE

If the integer section in the calculation result exceeds 12 digits, " *,***,***,***.** " will appear on the display.

USING THE CALCULATOR FUNCTION

The Organizer's built-in calculator can perform the four arithmetic calculations with up to 12 digits.

(CALC)



To use the calculator function, simply press (CALC) to select the CALCULATOR mode.

Calculation examples

Before performing any calculation, press (C•CE) twice to clear the display. When (+), (−), (×), (÷), (M+), or (M−) is pressed, the respective symbol, "+", "−", "×", "÷", "M+", or "M−" is displayed. When (=) or (%) is pressed, the symbol "=" is displayed. (In the examples on the following pages, these symbols are not described in this manual.

Example	Operation	Display (answer)
12 × 3 + 5 =	12 (×) 3 (+) 5 (=)	41.
(−24) ÷ 4 − 2 =	24 (+/−) (÷) 4 (−) 2 (=)	−8.

Example	Operation	Display (answer)
34 + 57 =	34 (+) 57 (=)	91.
45 + 57 =	45 (=)	102.
	The addend becomes a constant.	
48 − 23 =	48 (−) 23 (=)	25.
14 − 23 =	14 (=)	−9.
	The subtrahend becomes a constant.	
68 × 25 =	68 (×) 25 (=)	1,700.
68 × 40 =	40 (=)	2,720.
	The multiplicand becomes a constant.	
35 ÷ 14 =	35 (÷) 14 (=)	2.5
98 ÷ 14 =	98 (=)	7.
	The divisor becomes a constant.	
What is 10% of 200?	200 (×) 10 (%)	20.
What percentage is 9 of 36?	9 (÷) 36 (%)	25.
What results from a 10% increase of 200?	200 (+) 10 (%)	220.
What is 500 after a 20% discount?	500 (−) 20 (%)	400.
$\sqrt{25 - 9}$ =	25 (−) 9 (=) (√)	4.

Example	Operation	Display (answer)
$4^3)^2$ =	4 [×] [=] [=] [×] [=]	4,096.
1/8	8 [÷] [=]	0.125
(Summation)	Clear the memory before performing any calculations	
25 × 5 =	[CM] 25 [×] 5 [M+]	-M- 125.
-) 84 ÷ 3 =	84 [÷] 3 [M–]	-M- 28.
+) 68 + 17 =	68 [+] 17 [M+]	-M- 85.
(Total) =	[RM]	-M- 182.
(Temporary memory)		
(14 – 3 × 2) ×	[CM] 14 [M+] 3 [×] 2 [M–]	-M- 6.
(52 – 35) =	52 [–] 35 [×] [RM] [=]	-M- 136.
(Constant memory)		
135 × (12 + 14) =	[CM] 12 [+] 14 [M+]	-M- 26.
	135 [×] [RM] [=]	-M- 3,510.
(12 + 14) ÷ 5 =	[RM] [÷] 5 [=]	-M- 5.2

- Non-zero numbers in the memory cause "-M-" to appear on the display.

When the error message appears

When any of the following occur, an error is registered and "-E-" appears. Press [C•CE] to cancel the error. The following are examples of error input.

Example 1: The integer section in the calculation result has a range of 13 to 24 digits (rough estimate).

456789012345 -E-
[×] 789 [=] 360.406530740
($360.406530740 \times 10^{12} = 360406530740000$)

Example 2: A number is divided by 0.

[C•CE] 5 [÷] 0 [=]

Example 3: The integer section in the numerical value of the memory exceeds 12 digits.

[C•CE] [CM] 999999999999 [M+] 1 [M+]

Example 4: The integer section of the calculation result exceeds 24 digits.

[C•CE] 100000000000 [÷] 0.00000000001 [%]

USING THE SECRET FUNCTION

The Secret function allows you to protect confidential data with a password so that no unauthorized person can access it. You may mark certain entries as private; displaying or modifying such data requires the password. Data can also be classified from the SCHEDULE, TEL, MEMO, TO DO, ANNIVERSARY and EXPENSE modes.

Registering a password

Press [2nd] [SECRET] and the password entry prompt will appear, then enter your password. Press [ENTER]. The secret function is now set to operate and "[S]" will appear. The password can contain up to seven letters, numbers, spaces, or symbols (except [↵]). To recall the password successfully, you must enter it exactly as it was first entered,as it is case sensitive.

IMPORTANT

If you ever forget the password, you will have to erase all your secret data. Make sure the password is one you will never forget.

To register "1234" as the password, for example:

1. Recall the password entry prompt.
   [2nd] [SECRET]

```
SET PASSWORD
[_       ]
```

2. Enter "1234" as the password.
   1234

3. Store the password in the memory.
   [ENTER]
   Make sure it is right! This is the last time you will ever see the password.

```
    PASSWORD
[S] [1234]
    IS NOW SET
```

After the password is registered, the secret function is set to operate and "[S]" will appear. After rechecking the password, press [C•CE].

NOTE

If a password has been previously registered, after pressing [2nd] and [SECRET] "ALLOW ACCESS TO SECRET DATA" will be displayed instead. If this occurs, refer to "What to do if you forget the password" on page 56 and delete not only the previous password but also all secret data.

Encoding data as secret data and declassifying secret data

Any entry can be encoded as secret data by pressing [2nd] [MARK✻] so that "✻" appears. Data encoded with "✻" cannot be recalled until the secret function is turned off by entering the password.

Coding previously stored data as secret data:

Recall the item which you wish to encode, enter the edit mode and mark that item with "✻".
To convert the "ABC BANK" entry in the MEMO mode to secret data, for example:

1. Recall "ABC BANK".
   [MEMO] [↘]

```
    ABC BANK
[S] Chicago Branch
    Account No.
    272-0011223
```

2. Enter the edit mode, then press [2nd] [MARK✻] to put "✻" on the display.
   [2nd] [EDIT]
   [2nd] [MARK✻]

```
    ABC BANK↵
✻ [S] Chicago Branch↵
    Account No.↵
EDIT 272-0011223
```

3. Store this data as secret data.
   [ENTER]

```
    ABC BANK
✻ [S] Chicago Branch
    Account No.
    272-0011223
```

If you press [C•CE] or any one of the other mode keys after the secret data is stored, "ABC BANK" will disappear from the display. This data cannot be re-displayed until the password is entered and the secret function is turned off. (Refer to "Turning off the secret function", page 54.)

Encoding new data as secret data:

To encode new data as secret data, enter the data and press [2nd] [MARK✻] , before storing the data in the memory by pressing [ENTER]. "✻" will appear on the display and then press [ENTER] to store the data in the memory.

Declassifying secret data by removing the secret code:

Secret data can be declassified. You must first turn off the secret function and recall the entry you wish to declassify.
To declassify "ABC BANK" for example, follow the procedure outlined below. (If the secret function is turned on and "[S]" appears, you must turn it off first —

see "Turning off the secret function" described later.)

1. Recall the secret data.
   (MEMO)
   (2nd) (MARK✻)
   (2nd) (∨)

```
    ABC BANK
*   Chicago Branch
    Account No.
    272-0011223
```

(Only data marked with "✻" will appear on the display.) Press (2nd) (∨) repeatedly until the entry to be declassified appears.

2. Turn off "✻".
   (2nd) (EDIT)
   (2nd) (MARK✻)

```
    ABC BANK↵
    Chicago Branch↵
    Account No.↵
EDIT 272-0011223
```

3. Re-enter the data as non-secret.
   (ENTER)

```
ABC BANK
Chicago Branch
Account No.
272-0011223
```

The data is now declassified and will appear as ordinary data. Make sure to press (ENTER) at this point, or the data will remain secret.

Turning on the secret function

The secret function turns on automatically whenever the power is turned off and back on again. To turn the secret function on manually:

1. Recall the secret function menu.
   (2nd) (SECRET)

```
1:HIDE SECRET
2:DELETE THE
  PASSWORD
```

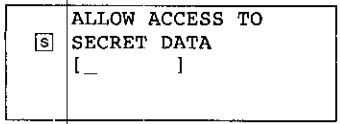
2. Select "1 HIDE SECRET"
   1

After you enter 1, "SECRET DATA IS HIDDEN !" will appear on the display momentarily and then the initial display will reappear. The secret function is now on and "[S]" appears. The same password can be used to turn the secret function off.

Turning off the secret function

To turn off the secret function, press (2nd) (SECRET) while "[S]" appears. "ALLOW ACCESS TO SECRET DATA" appears, enter the password and press (ENTER). The secret function will be turned off. While the secret function is off, secret data can be viewed in the same manner as non-secret data.

1. Recall the prompt to turn off the secret function.
   (MEMO) (2nd) (SECRET)



2. Enter the password, "1234", that was used in the previous example.
   1234 (ENTER)

   After the password is entered, "SECRET DATA ACCESSIBLE !" will appear momentarily on the display and then the initial mode display excluding "S" reappears.

NOTES

- If the password you have entered is incorrect, the message "INCORRECT PASSWORD !" will be displayed and the initial mode display reappears.
- The secret function remains on after manual or automatic power off.

Recalling secret data

Before you can view secret data, you must turn off the secret function by turning off "S" on the display. After "S" goes off, secret data can be recalled in the same manner as non-secret data.

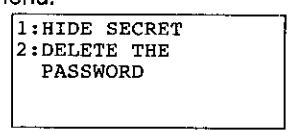
To call up secret data only:

If you wish to recall only the secret data, press (2nd) (MARK✻) to display "✻", then press (2nd) (∨). When the Organizer is set in this manner only the secret data will be recalled (since "✻" acts as a keyword.)

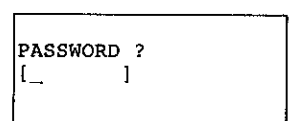
Deleting and changing the password

To delete the old password and designate a new one, first turn off the secret function, then delete the password and enter a new one.
For example, to change the password "1234" to "9876":

1. Turn off the secret function.
   (Press (2nd), (SECRET), 1234 and (ENTER))
2. Recall the secret function menu.
   (2nd) (SECRET)



3. Select "2 DELETE THE PASSWORD".
   2



4. Enter the old password and delete it.
   1234 (ENTER)
   ("PASSWORD IS DELETED!" will appear on the

display momentarily.)

5. To register the new password, recall the password entry prompt.
   [2nd] [SECRET]

```
SET PASSWORD
[_       ]
```

6. Enter the new password, "9876".
   9876 [ENTER]

```
   PASSWORD
[S] [9876]
   IS NOW SET
```

   Make sure it is right! This is the last time you will ever see the password.

What to do if you forget the password

When you have forgotten the password for the secret function, you can delete the password and all secret data by displaying the miscellaneous function menu and selecting "DATA DELETION".
When you delete the password, however, all your secret data (that is, all data marked with "*") will also be deleted along with it. Thus, be sure to choose a password that is easy to remember. Once the password is canceled, a new password can be entered.

Follow the procedure below to delete the password (and the secret data along with it).

1. Recall the miscellaneous function menu.
   [2nd] [FUNCTION]

2. Select "3 DATA DELETION" and then display the second list.
   3 [∨]

```
< DATA DELETION >
1:TO DO
2:SECRET DATA
```

3. Select "2 SECRET DATA".
   2

4. The delete prompt appears.
   [Y] (To retain the data, press [N].)

   When [Y] is pressed, both the password and secret data are deleted, and the initial display for the previous mode in use will reappear on the display.

USING THE MISCELLANEOUS FUNCTIONS

The following miscellaneous functions can be utilized through the miscellaneous function menu.

1. **MEMORY CHECK:** Indicates how much of the memory is in use.
2. **LCD CONTRAST:** Used to adjust the contrast for the display .
3. **DATA DELETION:** Used to delete memory data from the various modes.
4. **TEL FILENAME:** Used to enter telephone directory filenames (page 34).
5. **DATE FORMAT:** Used to set the date entry sequence.

NOTE

The Organizer features two miscellaneous function displays. Recall the miscellaneous function menu by pressing [2nd] [FUNCTION]. After that when [▽] is pressed, the second display appears: when [△] is pressed, the original returns.

Checking the memory capacity

The memory check function indicates how much of the memory is in use and also the number of entries stored in the various functions, such as the TEL (TEL1, TEL2 and TEL3), SCHEDULE, ANNIVERSARY (ANN), MEMO, EXPENSE, and TO DO modes. The same memory is used for these six modes. After checking the memory, press [C•CE] to return to the previous display.

1. Recall the miscellaneous function menu.
   [2nd] [FUNCTION]

```
   < FUNCTION >
1:MEMORY CHECK
2:LCD CONTRAST
3:DATA DELETION
4:TEL FILE NAME
```

2. Select "1 MEMORY CHECK".
   1

```
TEL 1    : 52
TEL 2    : 30
TEL 3    : 15

E ■■■_____ F
```

Number of entries in each function and the amount of memory in use will be displayed.
There are three memory check displays. Pressing [▼] scrolls to the next display and pressing [▲] scrolls to the previous display.

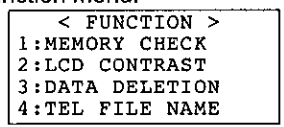
NOTES

- When the memory capacity graph indicates almost 100% usage, delete unnecessary data to make room for new entries.
- The names "TEL1", "TEL2", and "TEL3" will be altered according to the names you register in "TEL FILE NAME".

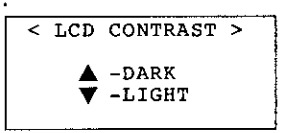
Adjusting the contrast

Adjust the display contrast to make the display easier to read.

1. Recall the miscellaneous function menu.
   (2nd) (FUNCTION)



2. Select "2 LCD CONTRAST".
   2



3. Press (▲) or (▼) to darken or lighten the display as required.
   The amount of contrast will change continuously when either (▲) or (▼) is held down.
4. After adjusting the contrast, press (C•CE).

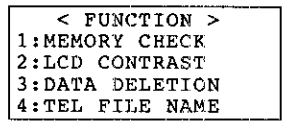
Deleting all of the data in each function

All of the data in the various modes can be deleted using the miscellaneous function.

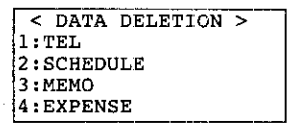
TEL:

To delete TEL1, for example:

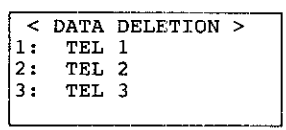
1. Recall the miscellaneous function menu.
   (2nd) (FUNCTION)



2. Select "3 DATA DELETION".
   3



3. Select "1 TEL".
   1



4. Select "1 TEL1".
   1

Select either "1 TEL1", "2 TEL2", or "3 TEL3". The name "TEL1", "TEL2", or "TEL3" will be altered according to the names you register in "TEL FILE NAME". The delete prompt will appear to confirm that you wish to delete the directory currently being displayed.

5. The delete prompt appears. ("DELETE ? Y/N")
   [Y] (To retain the data, press [N].)

NOTE

When the secret function is turned on, "SECRET ON MODE" will appear on the display. In this instance, the secret function must be turned off first before the data can be deleted (Refer to "Turning off the secret function", page 54).

SCHEDULE and ANNIVERSARY:

Recall the miscellaneous function, and select "3 DATA DELETION", and "2 SCHEDULE" in the 3rd step mentioned above. You can select SCHEDULE or ANNIVERSARY (ANN) as you wish.

MEMO / EXPENSE / TO DO:

Recall the miscellaneous function, and select "3 DATA DELETION", and select the each function by number in the 3rd step mentioned above.
To select TO DO, press [∨] and the next display will appear. (Pressing [∧] scrolls to the previous display.)
In the TO DO function, deletion of all entries or all checked (done) entries can be selected.

SECRET:

Refer to "What to do if you forget the password", page 56.

Setting the date format

The Organizer's sequence for entering the date is "month/day/year". With the "DATE FORMAT" function this can be changed to "day. month. year", as follows:

1. Recall the miscellaneous function menu.
   [2nd] [FUNCTION]

2. Recall the second list of functions.
   [∨]

```
  < FUNCTION >
1:DATE FORMAT
```

3. Select "1 DATE FORMAT".
   1

```
< DATE FORMAT >

▶MONTH/DAY/YEAR
 DAY.MONTH.YEAR
```

4. Modify the date entry sequence.
   [▼]

   (When [▲] is pressed, the initial format for entering the date will be displayed.)

```
< DATE FORMAT >

 MONTH/DAY/YEAR
▶DAY.MONTH.YEAR
```

5 . Enter the new setting.
(ENTER)

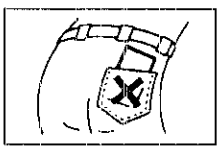
After the new format is entered, the original display reappears.

NOTE

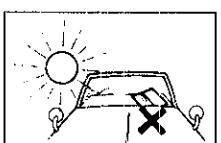
After entering the new format, press (SCHEDULE) (C•CE) to check if the new format appears.

APPENDIX

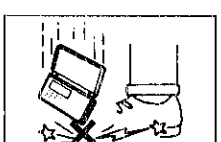
Caring for your Organizer



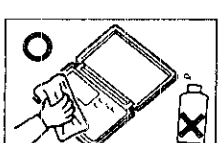
Do not carry the Organizer around in your back pocket, because sitting on it may break it. The display is made of glass and is particularly vulnerable.



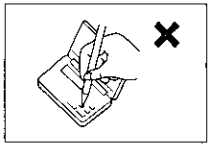
Keep the Organizer away from heat (on a car dashboard or near a heater, for example), humidity, and dust — these may cause malfunction.



Do not drop it or allow anything to hit it.



Clean it with a soft, dry cloth and use no solvents (no paint thinner or benzine, etc.).



Do not press the keys with a sharp pointed object.

- Since this product is not waterproof, do not use it or store it where fluids, for example water, can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Do not carry the Organizer in your pocket or bag together with sharp or hard objects, because they may scratch the Organizer.

Replacing batteries

Batteries used in the Organizer:

Type	Model	Qty.	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR2032	1	Memory backup

The standard built-in clock is powered by the operating batteries.

- Do not remove both the operating and memory backup batteries at the same time. Doing so will clear the memory of its contents.
- Be sure to write down any important information stored in memory before replacing the batteries.

If the batteries become weaker (the alarm or the key

beep does not sound), the power may go off during operation or the Organizer may fail to turn on.
The memory contents will still be retained by the memory backup battery. Replace the operating batteries to avoid loss or alteration of data.

Precautions on battery use

Always replace both operating batteries at the same time.
Do not use an old battery and a new one together.
Use only the specified lithium batteries.
Replace the memory backup battery at least every 5 years.
The original batteries were installed in the factory at the time of shipment and might be depleted before satisfying the operating time indicated in the specifications.

Battery precautions

- Keep the batteries out of the reach of children.
- When batteries become weak, remove them from the Organizer immediately. If depleted batteries are left in the Organizer for any length of time, they might leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

Operating batteries:

Replacement intervals for the power source batteries

When " BATT " is displayed, the operating batteries are depleted.

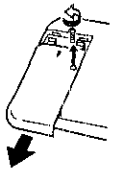
Press [OFF] to turn the power off and then turn the power back on. If the following display appears when the power is turned on, replace both operating batteries immediately.

- Do not press [ON] until the battery replacement procedure is completed.

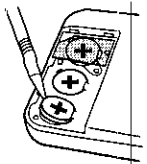
```
BATT    < CAUTION >

        Replace the
        OPERATING
        batteries !
```

Replacing the operating batteries

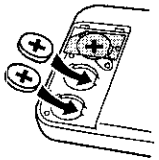
1. Press [OFF] to turn the power off.
2. Loosen the screw and remove the battery holder cover on the back of the unit. (Fig.1)
3. Remove the used batteries by prying them out with a ball-point pen. (Fig. 2)
   Do not use a mechanical pencil or sharp pointed object. This may break and cause damage to the mechanical pencil or the Organizer.
4. Install 2 new batteries with the (+) sides facing up. (Fig. 3)
5. Replace the holder cover and secure it with the screw.
6. Press [ON] and then the display will appear after approximately 2 seconds. If nothing appears on the display, press the **RESET** switch on the front of the unit and press [ON] again.
7. Set the clock (refer to page 12) and adjust the display contrast (refer to page 58).



(Fig. 1)



(Fig. 2)



(Fig. 3)

Memory backup battery:

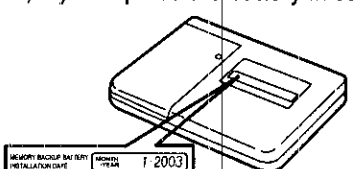
The life of the memory backup battery

The memory backup battery in your Organizer has an effective life of about 5 years under normal operating conditions.

- Replace the memory backup battery every 5 years.

When you replace the battery, write down the date on the label of the Organizer so you know when to replace the battery next time.

For example, if you replace the battery in January, 2003, write:



NOTE

Extremes of temperature will shorten battery life and endanger the memory information.

Replacing the memory backup battery

When replacing the memory backup battery, make sure that the operating batteries are not depleted. If the operating batteries are depleted, replace these before replacing the memory backup battery. If you replace the memory backup battery while the operating batteries are depleted, all of the data in the memory will be lost.

1. Press [OFF] to turn the power off.
2. Loosen the screw and remove the battery holder cover on the back of the unit.
3. Remove the memory backup battery seal.
4. Remove the used battery by prying it out with a ball-point pen. (Fig. 4)
   Do not use a mechanical pencil or sharp pointed object.

(Fig. 4)

5. Install the new battery with the (+) side facing up.
6. Return the seal in place.
7. Replace the battery holder cover and secure it with the screw.
8. Press [ON] and then the display will appear after approximately 2 seconds. If nothing appears on the display, press the **RESET** switch on the front of the unit and press [ON] again.

Specifications

Model	ZQ-1300/ZQ-1500 ZQ-1350/ZQ-1550
Product name	Electronic Organizer
Display	19 columns × 5 lines

Electronic notebook section:

Telephone directory mode	Names, phone numbers, and addresses
Schedule mode	Dates, appointment times, and details of appointments Automatic day-forward function, schedule alarm function
Anniversary mode	Anniversary dates and details of anniversaries
Calendar mode	From Jan., 1901 to Dec., 2099 Schedule mark function distinguishing between morning, afternoon, and anniversary appointments
Memo mode	Everyday memos
TO DO mode	Items, priority assignment
Expense mode	Expense date, amount, description, summary

Memory capacity	ZQ-1300/ZQ-1350 32 K bytes (User area: Approx. 30K bytes) Schedule mode capacity: Approx. 510 items, each consisting of up to 32 characters Telephone directory mode capacity: Approx. 820 items, each consisting of 16 characters for name entry and 12 for number entry ZQ-1500/ZQ-1550 64 K bytes (User area: Approx. 62K bytes) Schedule mode capacity: Approx. 1,050 items, each consisting of up to 32 characters Telephone directory mode capacity: Approx. 1,680 items, each consisting of 16 characters for name entry and 12 for number entry
Maximum character string length per data	512 characters
Other features	Secret function, Index display

Calculator:

Digits	12
Functions	addition, subtraction, multiplication, division; constant, square root, percent, memory calculation, etc.

Clock:

Clock precision	Average variance ± 30 seconds per month (at 25°C/ 77°F).
Content of displays	year, month, day, day of week, hours, minutes, A.M./P.M., city names, time zone
Time system	12-hour and 24-hour clock
World clock function	Display of date and time for the world cities Enable/disable control for daylight saving time display function

Common:

Power	Main power supply: 6 V⎓ (DC) lithium batteries (CR2032 × 2) Memory backup power: 3 V⎓ (DC) lithium battery (CR2032 × 1)
Power consumption	0.1 W
Operating time	**Operating batteries** • Approx. 1200 hours When data is continuously displayed without Backlight (at 20°C/68°F). • Approx. 300 hours When data is continously displayed with Backlight for 2 minutes per hourly use (at 20°C/68°F).
	• Approx. 270 hours When data is searched for 5 minutes, and displayed for 55 minutes per hourly use and Backlight is on for 2 minutes per hourly use (at 20°C/68°F). • Approx. 1.5 year When turned off, and the clock is running (at 20°C/68°F). **Memory backup battery** • Approx. 5 years (if operating batteries are replaced promptly when exhausted) • Approx. 1 year (if operating batteries are exhausted or not installed)
Operating temperatures	0°C to 40°C (32°F to 104°F)
Exterior dimensions	
Open	134.0(W) × 169.0(D) × 9.0(H) mm 5 $^{-9}/_{32}$"(W) × 6 $^{-21}/_{32}$"(D) × $^{11}/_{32}$" (H)
Closed	134.0(W) × 86.5(D) × 13.6(H) mm. 5 $^{-9}/_{32}$"(W) × 3 $^{-13}/_{32}$"(D) × $^{17}/_{32}$" (H)
Weight	Approx. 115 g (0.26 lb.) (including batteries)
Accessories	Lithium batteries (installed), Operation manual

The names and zone numbers of the cities in the WORLD clock

Zone number	City	Zone number	City
1	AUCKLAND	10	MOSCOW
2	NOUMEA	11	CAIRO
3	SYDNEY	12	PARIS
3.3	ADELAIDE	13	LONDON
4	TOKYO	16	RIO DE JANEIRO
5	HONG KONG	17	CARACAS
6	BANGKOK	18	NEW YORK
6.3	YANGON	19	CHICAGO
7	DHAKA	20	DENVER
7.3	NEW DELHI	21	LOS ANGELES
8	KARACHI	22	ANCHORAGE
8.3	KABUL	23	HONOLULU
9	DUBAI	24	MIDWAY
9.3	TEHRAN		

When trouble occurs

Reset procedure:

An impact or a strong external electrical field may leave none of the keys operational. Press the RESET switch. (Refer to "Part names" , page 7.)

The impact or external electrical field may erase some or all of the Organizer's memory.

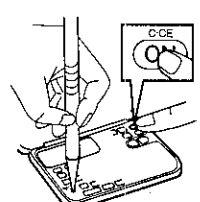
Press the RESET switch with the tip of a ball-point pen or similar object, but not anything breakable (like a pencil point or a needle).

All RESET operation

If a problem occurs after replacing the batteries, or if the Organizer does not function properly even after the above RESET operation, perform the following:

1. While holding [ON], press the RESET switch.
   Release the RESET switch and then release [ON].

   The following display will appear.



```
CLEAR ALL DATA


   OK (Y/N) ?
```

2. Press [N].
   Returns to the initial display.

Caution: Do not press [Y] in step 2. Pressing [Y] will delete all data and reset the clock.

Troubleshooting

If the Organizer malfunctions, please go through the following checklist before sending it for repair:

Problem	Remedy
Nothing appears on the display after pressing [ON].	• Adjust the display contrast (page 58). • Replace the batteries (page 61).
Display contrast is insufficient.	• Adjust the display contrast (page 58). • Replace the batteries (page 61).
The display is too dark (all the symbols are displayed faintly).	Adjust the display contrast (page 58).
Keys do not beep when pressed.	Press [2nd] [♪] to display "♪" (page 8).
The Organizer turns on but the keyboard is frozen.	Reset the Organizer (page 66).
"MEMORY FULL" is displayed.	There is no room for the data you want to store. Delete all unnecessary data and try again.
Alarm does not sound at the set time.	Press [2nd] [♫] to display "♫" (page 29).
Display dims while pressing a key.	The operating batteries are becoming weak. Continue to use the Organizer as usual or replace the batteries (page 61).
The Backlight does not function.	The operating batteries are becoming weak. Replace the batteries (page 61).

This equipment complies with the requirements of Directive 89/336/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinie 89/336/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans la directive 89/336/CEE modifiée par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijn 89/336/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC med tillæg nr. 93/68/EEC.

Quest'apparecchio è conforme ai requisiti della direttiva 89/336/EEC come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ένωσης 89/336/ΕΟΚ, όπως ο κανονισμός αυτός συμπληρώθηκε από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências da directiva 89/336/CEE na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de la Directiva 89/336/CEE modificada por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjen 89/336/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivet 89/336/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivin 89/336/EEC vaatimukset, jota on muutettu direktiivillä 93/68/EEC.

SHARP

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